

DD/A Registry  
File Security - 4-1

13 JAN 1975

Mr. Howard J. Hilton  
President, Hilmark United Corporation  
5022 Reno Road  
Washington D.C. 20008

Dear Mr. Hilton:

Your letter of 31 December 1974 was referred to me. I have been assigned responsibility for coordinating all Agency activities related to implementation of the amended Freedom of Information Act.

I was very interested in learning of the various data processing services offered by your organization, and I wish you every success in this undertaking. I am certain, however, that the in-house resources of the CIA are entirely adequate for meeting the Agency's requirements. A formal proposal from your organization is therefore unnecessary.

Sincerely,

[Redacted Signature]

Robert S. Young  
Chief, Information Systems Analysis Staff

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ISAS/CPB/CES:saw:13 Jan 75  
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HILMARK UNITED CORPORATION

5022 RENO ROAD  
WASHINGTON, D. C. 20008

December 31, 1974

10950 NORTH TANTAU AVE.  
CUPERTINO, CALIF. 95014

275  
Processing Regis  
75-038

The Honorable William E. Colby, Director,  
Central Intelligence Agency,  
McLean,  
Washington, D. C. 20505

Dear Mr. Colby:

The deadline for compliance with the provisions of the Amendment of the Freedom of Information Act passed November 19, 1974, is February 19, 1975.

As stated in the Conference Report to accompany H. R. 12471,

"The House bill added language to the present Freedom of Information law to require the publication and distribution (by sale or otherwise) of agency indexes identifying information for the public as to any matter issued, adopted, or promulgated after July 4, 1967, which is required by 5 U.S.C. Sec. 552(a)(2) to be made available or published. This includes final opinions, orders, agency statements of policy and interpretations not published in the 'Federal Register', and administrative staff manuals and agency staff instructions that affect the public unless they are otherwise published and copies offered for sale to the public. Such published indexes would be required for the July, 4, 1967, period to date."

Hilmark United Corporation and On-Line Systems, Inc. are prepared to assist Departments and Agencies in meeting the letter and spirit of the Freedom of Information Act by offering the following services:

1. They will provide time shared computer facilities with editing capability for the preparation of the index and the maintenance of correspondence control for all correspondence relating to the Freedom of Information Act, an important consideration since the Act requires action within ten days,
2. They will prepare microforms for use by the agencies, the Congress, libraries, and the public of the indexes and of selected documents,
3. They will make free distribution of HUC-microform copies to all of the 1100 depository libraries, and

4. They will consolidate all indexes into the HUC-Hilmark Information system which provides for rapid computer controlled retrieval of the HUC-microforms.

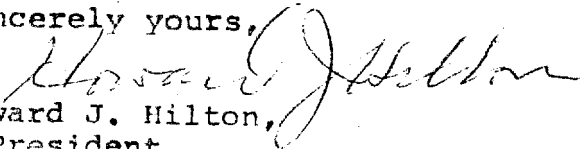
The correspondence control system currently in use within the Department of Health Education and Welfare demonstrates the capability of the services described above. Once the computer copy is generated or a camera ready copy of the index or documents is provided, Hilmark United Corporation will prepare the HUC - microform and microfiche copies for distribution to the 1100 depository libraries and will provide ten copies of the HUC-microforms to the Department or Agency for distribution or use. The microfiche copies will be offered to the libraries and to the public at prices equal to those charged by the National Technical Information Service of the Department of Commerce. The total cost of this service is \$1.00 per page with a minimum volume of 1,500 pages per distribution.

A comparison of this offer with the cost of printing and distributing the Congressional Record provides a basis for evaluating the value represented by this offer. In the Appropriations Hearings for 1975, Mr. McCormick, the Public Printer, testified that for 1975, it will cost \$278.00 per page "which includes the cost of the Daily Record, the printing of the biweekly index and the cost of the Bound Record." This does not include the \$265.00 per year for postage. For a comparable volume, the extrapolation of the offer of a \$1.00 per page would be less than \$50.00 per page including postage, as compared with \$278.00 plus \$265.00 for postage for the distribution of the Congressional Record.

If the index is available by February 1, 1975, in camera ready copy, or on computer tape, or stored in the time share computer of On-Line Systems, Inc., the the HUC - microforms of the indexes can be in the mail to the depository libraries by the deadline of February 19, 1975.

If your organization would be interested in a formal proposal covering these services, please have the appropriate person call me on 966 5170. In any case I would appreciate receiving the name of the individual who has been assigned the responsibility for handling or coordinating questions involving the Freedom of Information Act.

Sincerely yours,

  
Howard J. Hilton,  
President